CELINE (VOICEOVER):	Hello, everyone. This is Celine Winn with the ePlanning support team. In this video, I'm going to show you some of the features of D2, which is ePlanning's content management system. First, you will log in to D2 through the link provided to you by an ePlanning team member or our SharePoint site. Your login and password are the same as your windows login and password. Make sure you do not put @BLM.gov in the login field.

The user interface you see when you sign in is the default workspace. You'll see the main menu bar-- which is black-- the workspace gallery menu bar-- which is gray-- and four main divisions or sections of your screen, also known as widgets. Widgets have blue tabs. I'll go over all these components in this video.

Keep in mind, that D2 is a highly customizable workspace. You're able to format your own interface as you please, meaning you can change the locations of the menu bar and widgets. You can also resize, expand, and collapse the widgets as you choose.

Let's start at the main menu bar on the right where it says your name. If you click on it, you can access user settings or log out. Go to User Settings. An options window pops up, and you're on the General tab. At the bottom, notice the two login settings-- Restore Session and Reset Application/Default Workspaces. If you select Restore Session and you have changed your workspace around, every time you log out and back into to D2, the workspace will remain as you last left it.

If you select Reset Application/Default Workspaces, then every time you log out and back in, you will see the default workspace that ePlanning has set for you. Now, let's click on the User Interface tab. Here, you can change the height of your rows in the widgets or move your menu bar to the top or the left. Since mine is at the top, I'll show you how to change it to the left.

In the menu position field, click the dropdown and select Left, and hit OK. Now you will see that the black menu bar has moved from the top of my window to the left. Another thing you can do with the menu bar is pin and unpin it. At the top right corner, you'll see a thumbtack icon. Click on it, and your menu disappears. To make it reappear, you just move your cursor to the left. This option gives you a bigger workspace and will only show the menu bar when you need it.

If you want to repin it, just click on the thumbtack again. I'll move my menu bar back up to the top position.

Also, take note of the information icon next to your name. You can explore the Help and About D2 options here. Other features of the menu bar, such as New and Import, will be discussed in later training videos pertaining to projects.

Next, let's look at the gray workspace gallery bar under the menu bar. This is where you will tab back and forth among the different applications, such as D2, Back Office, Front Office and Kara. With a single sign-on, you'll be able to easily navigate through these many ePlanning applications.

To add a workspace, you will click on the circle with a plus sign icon. This will bring up the workspace gallery. If you cannot select a feature, it is already on your bar. When you choose a feature, it will appear on the gray workspace gallery bar.

Now, let's go over widgets. These are the movable and customizable pieces or sections of your D2 workspace. Notice the black rectangles with the white arrows. You can click and move these side to side or up and down to resize the adjacent widgets. You can also expand widgets to take up the whole screen. To do that, you can either double click on the blue tab of the widget you want to maximize, or you can right click on it and choose Expand.

To collapse it back to the main D2 workspace, you will do the same thing. Double click the blue tab or right click and choose Collapse. You can rearrange widgets by clicking and dragging the blue tab of the widget you want to move. As you move it, a green dotted line will show you its destination. Just release the mouse where you want to move the widget.

You can also add or remove widgets as needed. To add, click on the circles with plus signs to the right of the blue tabs. To remove, click on the X on the right side of the tab that only appears when you hover over that area.

The main widgets you will likely be using are the Repository Browser, Favorites, Document List, and Project Editor, which is why they're on your default workspace. The repository browser houses the asset library where you can find templates, and projects cabinet where all the ePlanning projects are stored. You just use the arrows to drill down into the files and folders.

Your Favorites widget will have all of the projects you've created or have been added to by other ePlanning users. You can remove projects from your favorites by right clicking the

project and choosing Remove From Favorites. You can also add projects to your favorites by first locating them in the repository browser, then right clicking the project in the document list and choosing Add To Favorites.

The document list widget will show the files or folders that are in whatever is highlighted in the repository browser or favorites. The project editor widget is used to create, manage, edit, and view projects. We'll go into more detail about those functions in subsequent training videos. Thank you for watching. And please remember, if you have any questions, submit a remedy ticket or visit our KRC and SharePoint sites for additional supporting documentation.